

## Process Overview for North Carolina Educator Evaluation Process

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### Step 1: Training and Orientation

- Training: For all teachers new to the profession or to the state. This includes but is not limited to:
    - Standards and elements
    - How the rubric is marked
    - Information about creating the Professional Development Plan (PDP)
    - Timeline for observations (local document)
    - Requirements (# of observations, dates, etc.)
  - Orientation: Required for all employees every year. Must be done within 2 weeks of the first day of work in a school year. Includes copies (electronic or hard) of:
    - Rubric for evaluating teachers (found on pages 20-31 of *NC Teacher Evaluation Process* manual)
    - The State Board of Education policy on the Teacher Evaluation Process (<http://sbepolicy.dpi.state.nc.us/policies/TCP-C-004.asp?pri=02&cat=C&pol=004&acr=TCP>)
    - A schedule for completing all components of the evaluation process (local document)
- \*\*After the orientation, principal and teacher must manually (electronically) sign the *Teacher Record of Activities*.**

### Step 2: Self-Assessment, Goal Setting, and Pre-Conference

- Self-Assessment: Each teacher must complete a self-assessment using the online form at the beginning of the year.
- Goal Setting: Each teacher must complete a Professional Development Plan (PDP) each year. This form is generated during the previous year's summative conference and may be edited at the beginning of the next school year. The PDP goals are based on:
  - The summative evaluation conference from the previous school year.
  - The teacher's self-assessment completed at the beginning of the school year.
- Pre-Conference: A pre-conference is required before the first formal observation. Principal and teacher must manually (electronically) sign *Teacher Record of Activities* after the conference. During this conference, the following is discussed:
  - The teacher's self-assessment
  - The most recent PDP (This will be generated by the previous year's Summary Evaluation Form)
  - The lesson(s) to be observed (teacher provides a written copy of the lesson)

### Step 3: Observation Cycle

- A formal observation is at least forty-five minutes or an entire class period.
- Number of observations required:
  - Probationary teachers (beginning, lateral entry, and probationary) receive 3 formal observations and 1 formal peer observation.
  - Career teachers in their renewal year receive 3 observations (at least 1 is a formal observation).
  - Career teachers in non-renewal years receive 2 informal observations. (Approved Sept. 1, 2011 by SBE.)
- Post-observation conferences are required for ALL formal observations. This *must* be conducted no later than 10 school days after the formal observation.

### Step 4: Summary Evaluation and Goal Setting

- Prior to the end of the school year in accordance with LEA timelines, the principal conducts a summary evaluation conference with the teacher. They discuss:
  - The teacher's self-assessment
  - The most recent PDP
  - The components of the NC Teacher Evaluation Process completed during the year
  - Artifacts submitted or collected and other evidence of the teacher's performance on the Rubric
- Principal requirements at the end of the NC Teacher Evaluation Process:
  - Give a rating for each Element in the rubric
  - Make a written comment on any Element marked "Not Demonstrated"
  - Give an overall rating of each Standard in the Rubric
  - Review the completed Teacher Summary Rating Form with the teacher
  - Secure the teacher's signature on the Teacher Summary Rating Form (This will automatically populate the date on the Record of Teacher Evaluation Activities)
  - Provide the teacher the opportunity to add comments to the Teacher Summary Rating Form